



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST ABUJA, NIGERIA	2. AGENCY STATE	3a. POSITION NO. A52046 A52047
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Redescription of duties: This position replaces

Position No. _____ (Title), _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) Update of duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Trade Helper	PSA-3		
b. Other				
c. Proposed by Initiating Office	Trade Helper			

6. POST TITLE OF POSITION (If different from official title) Trade Helper	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Facility Maintenance	a. First Subdivision ADMINISTRATIVE
b. Second Subdivision FACILITIES MAINTENANCE	c. Third Subdivision MAINTENANCE

9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of Employee _____ Date (mm-dd-yyyy) _____	Typed Name and Signature of Supervisor _____ Date (mm-dd-yyyy) _____

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. 03-29-2016 Typed Name and Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy) _____	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Typed Name and Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____
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13. BASIC FUNCTION OF POSITION

The incumbent is assigned to the Facilities Maintenance section as a Trades Helper to assist skilled technicians with whom she/he will be working at embassy and residential compounds. Duties will include maintenance and repair work, including painting, masonry, and carpentry work and other duties as assigned.

14.0 Operations and Maintenance Support**(90% of time)**

The incumbent is employed as a Trades Helper to assist in the carrying out of skilled maintenance and repair work throughout the New Embassy Compound's (NEC) and the embassy's residential compounds' buildings and grounds owned/leased properties. Work assignments will be directed by the Facility Manager, Maintenance Supervisor or Supervisory Engineer:

1. Assist journeyman mechanics in the performance of skilled trades and crafts work, to include preventive maintenance of buildings, grounds and equipment.
2. Assist in various manual tasks, such as demolition work, painting, masonry, and carpentry work, routine maintenance and residential unit make ready renovation.
3. Uses hand and power tools under the supervision of skilled technicians as necessary.
4. Prepares work site, transports tools, equipment and materials to work sites, cleans work site, and loads/unloads materials, debris, tools, equipment.
5. Cleans/maintains/prepares tools, equipment and materials
6. Receives on-the-job instruction in the trades in connection with assisting the skilled technicians.

4.1 Logistic Support**(10% of time)**

1. Perform escort duties for contractors, vendors, suppliers as required at embassy properties.
2. Inspect and report on deficiencies and needed repairs in assistance with skilled technicians.
3. Drive government-owned vehicle to transport material, tools or other embassy staff to work sites.
4. Performs other duties as assigned by the Facility Manager or the Maintenance Supervisor.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Elementary school education is required. Basic training in one or more of the building maintenance trades is required.

b. Prior Work Experience:

At least one year experience in one or more of building maintenance trades. Electrician, Plumber, Mason: JWC Technician, Carpenter and painter.

c. Post Entry Training:

None.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

Level II written and spoken English is required.

d. Job Knowledges:

Must have understanding of safe working practice, following directions, and must be able to differentiate hand tools.

e. Skills and Abilities:

Must have Nigeria driver's licence.

16. POSITION ELEMENTS :

a. Supervision Received:

**Supervised by tradesmen that incumbent is assigned to work with.
Supervised by Maintenance Supervisor.**

b. Supervision Exercised:

None.

c. Available Guidelines:

Guidelines received by verbal instructions from the Maintenance Supervisor, the tradesman being assisted or from the American Maintenance Officer.

d. Exercise of Judgement:

None.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Makes contact with FSNs within immediate work area and within the Embassy at large. Work with external contractors on Embassy buildings.

g. Time Expected to Reach Full Performance Level:

3 months.